

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank of the Philippine Islands]

[Branch Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

Subject: Inquiry Regarding Car Loan

I hope this letter finds you well. I am writing to inquire about the car loan options available at BDO. I am interested in obtaining a loan to purchase a vehicle and would appreciate any information regarding:

1. Interest rates and loan terms
2. Requirements for application
3. Processing time
4. Any promotional offers currently available

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]